Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Monday 8th July 2024

Date and time:	**Location**:
Monday 8th July 2024, 5.30pm	Meeting held remotely via Zoom

Attendees:		
Name	**Present**	**Role**
Chidi Amadi (CA)	Present	Governor (Chair)
Sharon Brittan (SBri)	Apologies	Governor (Vice Chair)
Pia Decarlucci (PD)	Apologies	Governor
Mohsin Drabu (MD)	Present	Governor (Finance)
Katharine Birbalsingh (KB)	Present	Head Teacher
Katie Ashford (KA)	Present	Staff Governor
Adeyemi Fasogbon (AF)	Did not attend	Parent Governor (Careers)
Matthew Godfrey (MG)	Apologies	Governor (Careers)
Rebecca Williams (RW)	Present	Governor
Lundi Nyoni (LN)	Present	Governor (Finance)
Daniel Hall (DH)	Present	Governor
Stephanie Ting (ST)	Present	Governor (Safeguarding, SEND)
Brett Williams Yale (BWY)	Not required	DHT
Ali Mansfield (AM)	Present	Clerk

No.	FGB Items	Action
1.	**Welcome and apologies** CA welcomed governors to the meeting. Apologies were received and accepted from Sharon Brittan, Pia Decarlucci and Matthew Godfrey. Adeyemi Fasogbon did not attend, no apologies received.	
2.	**Declaration of Business Interests** ***Governors to declare any changes to the register of business interests:*** No changes to the register were declared. ***Governors to declare any conflicts of interest for this agenda:***	

Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Monday 8th July 2024

	No conflicts of interest were declared. ***Governors to declare any gifts or hospitality received in their role as a governor of MCS:*** None declared.	
3.	**Minutes of last meeting (25th March 2024)** ***To agree the minutes of the previous meeting:*** The minutes of the meeting held on the 25.03.24 were agreed as an accurate record. ***Matters arising not covered elsewhere on this agenda:*** None.	
4.	**Governing Body membership** • Governors noted the resignation of Iskander Fernandez as Parent Governor on 18.04.24. A Parent Governor election will take place in the autumn term to allow the parents of new Year 7 pupils to be included. • Governors noted that Stephanie Ting's term of office expires on 21.09.24 and **AGREED** to pre-emptively reappoint her for a further term of office (22.09.24 to 21.09.28)	
5.	**Safeguarding Report – Katie Ashford** All staff training is currently up to date. All staff will receive further safeguarding training in September which will include the updates to KCSiE 2024. There are relatively low numbers of pupils with safeguarding concerns: • 3 pupils are on Child Protection Plans • 2 pupils are on Child in Need Plans • There are 2 LAC (Looked After Children) on roll The Inclusion Lead continues to liaise with the relevant external agencies.	
6.	**Finance – Report from Finance Manager** <u>Budget position at Month 9</u> Finances continue to be healthy. Income is £454k positive to budget (10.4%), expenditure is £289k adverse to budget (6.4%), there is a surplus of £50k against a forecast deficit of £115k at the end of month 9. Further details on specific cost centres can be found in the Finance Report and as narrative to the budget document. <u>Trial Balance at month 9</u> The system generated TB was received and noted by governors. <u>Cash Flow</u> The cash flow document was received and noted by governors. Total cash at bank on 30.04.24 was £1,765,777.70. <u>Approve budget 2024/25</u>	

Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Monday 8th July 2024

	The budget put before governors included an in-year deficit of £101,665 which is 1.6% of total expenditure. Last year a deficit of £138,205 was approved, but it is likely that there will be a surplus at the end of the year due to additional funding from government announced mid-year. At this point there is no indication that additional funding will be forthcoming from government for the coming year, so the deficit will need to be covered by in-year savings or from reserves. Given the level of reserves, staff cuts are not required at the moment, but may need to be considered in the future if funding levels do not increase in line with pay and inflationary increases. Assumptions in the budget include a 3% pay rise for all staff except catering and premises staff who are paid on the London Living Wage. An increase of 5% from April 2025 has been assumed for these members of support staff. Where no specific contract has been agreed, inflation has been assumed at 2%. Governors **APPROVED** the budget for submission to the ESFA. <u>3-year financial projection</u> The 3 year projection is showing a further deficit of £254,021 in year 2 and £399,572 in year 3, which would give a cumulative deficit of £755,248 over the 3 years. Assumptions in the 3 year projection: • 3% increase year on year in GAG funding • 3% pay increases in each of years 2 and 3 for teachers and admin staff • 3% pay increase for catering and premises staff • None of the current staff leave and all receive increments • Inflation of 2% on other expenses Assumptions are in line with those being made by other schools/trusts. The projection gives a strong indication that unless funding increases significantly, future savings will need to be considered. However, there are sufficient reserves to cover the deficits for years 2 and 3 should they materialise, and in the meantime the school will continue to invest in excellent staff. Governors **APPROVED** the 3-year financial projection for submission to the ESFA. <u>Payroll arrangements</u> Payroll is administered on behalf of the school by EPM. The Operations Manager enters any changes agreed by the HT on the EPM portal and these are checked and approved on the system by the Finance Manager. Both Operations Manager and Finance Manager have full access to EPM, although in practice their roles are quite separate. Governors **AGREED** that full access should remain in place for both Operations Manager and Finance Manager to ensure full access should	

	either member of staff be unavailable for any reason. Contracts List The updated Contracts List was reviewed and **APPROVED** by governors. Two new contracts were brought to the attention of governors: • ***IT Support contract*** The tender process for IT managed services has now been completed, a company called Vocosa won the contract. The total value of the contract is £106,800 for 3 years, £39k in each of the first two years and £28,800 in the third year. For comparison, the current provider, RM, charge £46,493 each year. Governors noted that since a tendering process had been followed, there was no need for formal approval. • ***CCTV Contract*** It was only possible to obtain two quotes within the timeframe for this work: o Choice Security (current provider) - £46,299 o Tech Cube - £58,500 Since Choice Security have always provided a good service and their quote was considerably lower than the alternative, they were awarded the contract which is within the HT approval limit. Benchmarking headlines The Self-Assessment Dashboard and the School Summary had been circulated to governors. The two amber areas for investigation were: • Teaching & Support Staff costs are £5384 per pupil which is £489 per pupil over the median for comparator schools. • Non-educational support staff costs are £914 per pupil which is higher than comparator schools. Governors noted that these findings were in line with the school's stated intention of investing in high quality staff.	
7.	**Risk Register** No changes required.	
8.	**Internal Controls Visits** Visit 2 – April 24 No issues were raised. There were three areas for consideration: 1. *The academy does not have a separate Finance Committee* – This has been discussed in the past. The current arrangements where Finance Governors with a limited remit are appointed and full scrutiny of the finances remains with the FGB is working well	

	2. *It is not documented within the policies examined that balance sheet management tasks are reviewed by someone senior to the person undertaking the reconciliations* – Finance Manager to obtain signature of HT or DHT on balance sheet reconciliations and will add to the Finance Policy. 3. *It was advised that the payroll control account is reconciled each month, but this is not evidenced* – This will be remedied by action for item 2. <u>Visit 3 – June 24</u> Two low priority issues were raised. 1. Employment status had not been considered for temporary security guards who were paid by invoice – Finance Manager and Operations Manager to carry out employment status tests for temporary positions in future. 2. Purchase orders are not always raised in line with the current Finance Policy – we are currently reviewing the usefulness of purchase orders and will update the Finance Policy for governor approval in due course.	
9.	**Juniper Scope of Works 24/25** Governors **AGREED** to continue with the current areas of scrutiny in order to meet the requirements of the ESFA: • Governance Framework • Banking • Financial Governance • Income • Balance Sheet Management • Procurement • Payroll	
10.	**Policies** • Finance Policy – Updated Policy **APPROVED** • Procurement Policy - Updated Policy **APPROVED** • Investment Policy - Updated Policy **APPROVED** • Reserves Policy – c/f to next meeting	
11.	**HT Report** 'Sports Week' is currently taking place, events include egg and spoon races, arm wrestling and table tennis, competitions take place at lunchtimes and after school. On Friday the various residential trips will get underway for Years 7, 8 and 9. Next Wednesday the London trips will take place for all pupils. Internal exams have gone well, nothing unexpected has transpired. Public exams went smoothly, results will come out in August. Behaviour continues to be good.	

Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Monday 8th July 2024

	Guests continue to visit from all over the world, there were 20 guests in school today. Guests go on a journey over the course of the day and most become very positive by the end of their visit. Matthey Godfrey carried out a Governor Visit this term. There are a few members of staff leaving at the end of this term, replacements for September are in place. It continues to be challenging to recruit likeminded teachers and admin staff who are willing to be in the office every day. The HT's PA has recently left the school, her role has been taken on by the current Operations Manager who has in turn passed on some of her current responsibilities. It is possible that the new government will introduce measures which will challenge the approach at Michaela. Leaders and staff are determined to stick to Michaela's values and ethos which have proved so effective. Q: Have there been any further security issues? A: Precautions have been taken. A security guard has been employed and a security hut installed at the top of the entrance steps. It is not unusual for schools to have these sorts of security arrangements, although it tends to be for internal rather than external issues. The door to the HT's office is being upgraded over the summer.	
12.	**AOB** **Ten years of Michaela** CA congratulated KB on ten years of leading Michaela through many battles and into exceptional success. Governors had arranged a personal gift to mark the milestone. **Head Teacher Pay** Governors **AGREED** to appoint a Pay Committee to review HT pay annually, committee membership to be Finance Governors plus Chair and Vice Chair of Governors. Current membership is therefore CA, SB, MD and LN. AM will contact these governors to arrange a time for the committee to meet.	
13.	**Date of next meeting** AM to send Doodle Poll in the summer term.	